

# I Want to Set up Stored Bank Information or Shared Payment Source

## Slide notes

The California Employment Development Department (EDD) developed this tutorial to assist you with navigating through e-Services for Business.

This tutorial will show you how to set up stored bank account information for individual accounts and how to set up a shared payment source for all your enrolled accounts in e-Services for Business.

The screenshot shows the 'e-Services for Business' website. The top navigation bar includes links for 'e-Services FAQs', 'e-Services Tutorials', 'Contact Payroll Taxes', and 'Employer Services Online'. Below this, a secondary bar says 'e-Services for Business' and 'Welcome, John Q Public' with 'Settings' and 'Log Out' links. The main content area has three sections: 'Login' (showing user 'John Q Public'), 'Alerts' (showing 'Pay outstanding balance: \$100.00'), and 'I Want To' (a list of actions). The 'I Want To' list includes 'Register a New Account (DE 1)', 'Add Access to Another Account', 'Upload a Bulk Payment File', 'Upload a Bulk Return File', 'Make Multiple Payments', and 'Manage Payment Sources'. A red box highlights 'Manage Payment Sources' with a callout saying 'Select "Manage Payment Sources"'. Below this is a tabbed interface with 'Accounts', 'Businesses', 'Submissions', and 'Correspondence'. The 'Accounts' tab is active, showing a table with two rows of employment tax accounts, each with a balance of \$100.00.

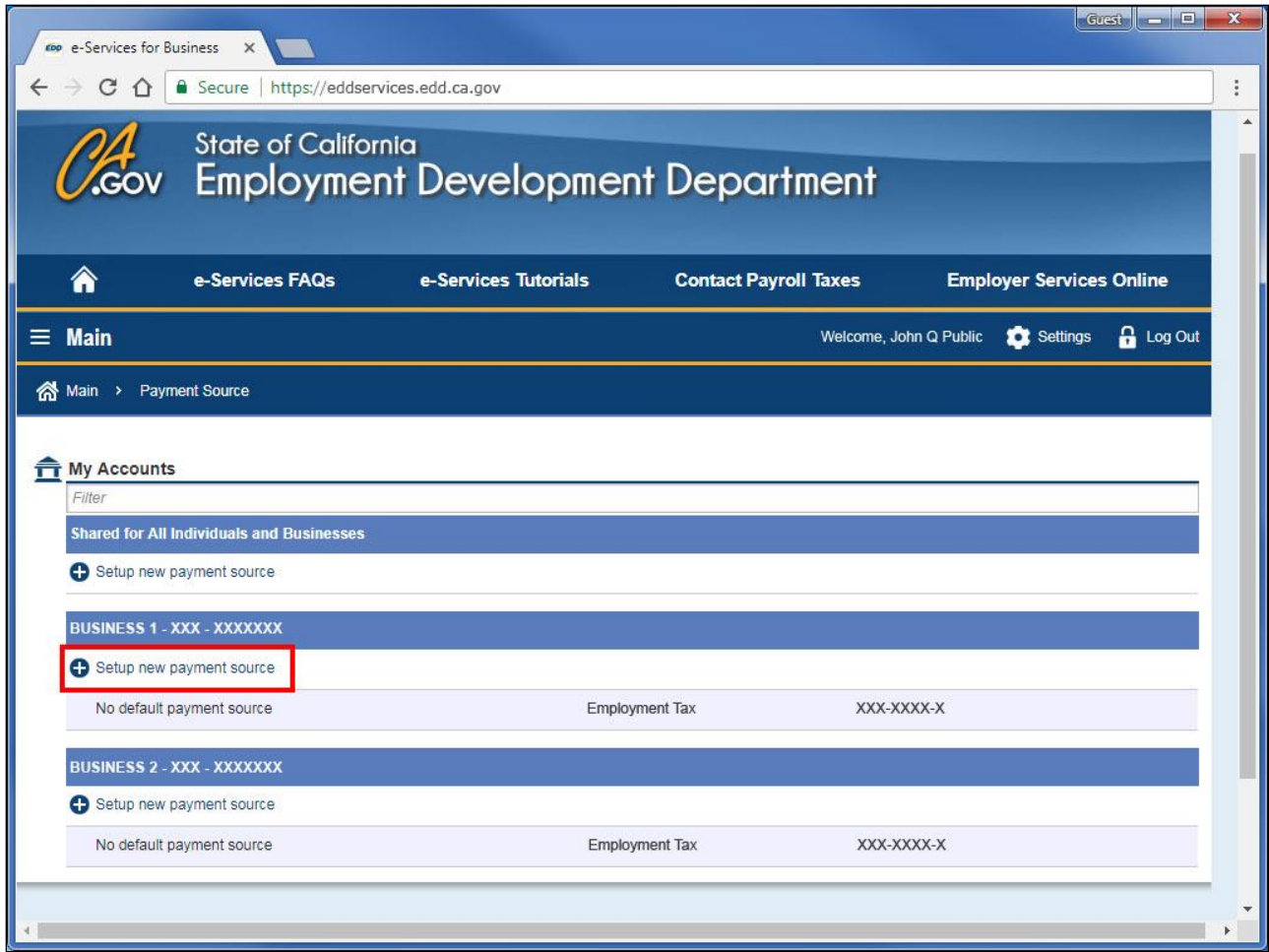
**Select "Manage Payment Sources"**

Account	Account ID	Name	Balance
Employment Tax	XXX-XXXX-X	BUSINESS 1	\$100.00
Employment Tax	XXX-XXXX-X	BUSINESS 2	\$100.00

2 Rows

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To set up stored bank account information for an individual account, we will begin at the e-Services for Business home page. Select the "Manage Payment Sources" link from the "I Want To" menu.



### Slide notes

Select the “Setup new payment source” link under an individual business account.

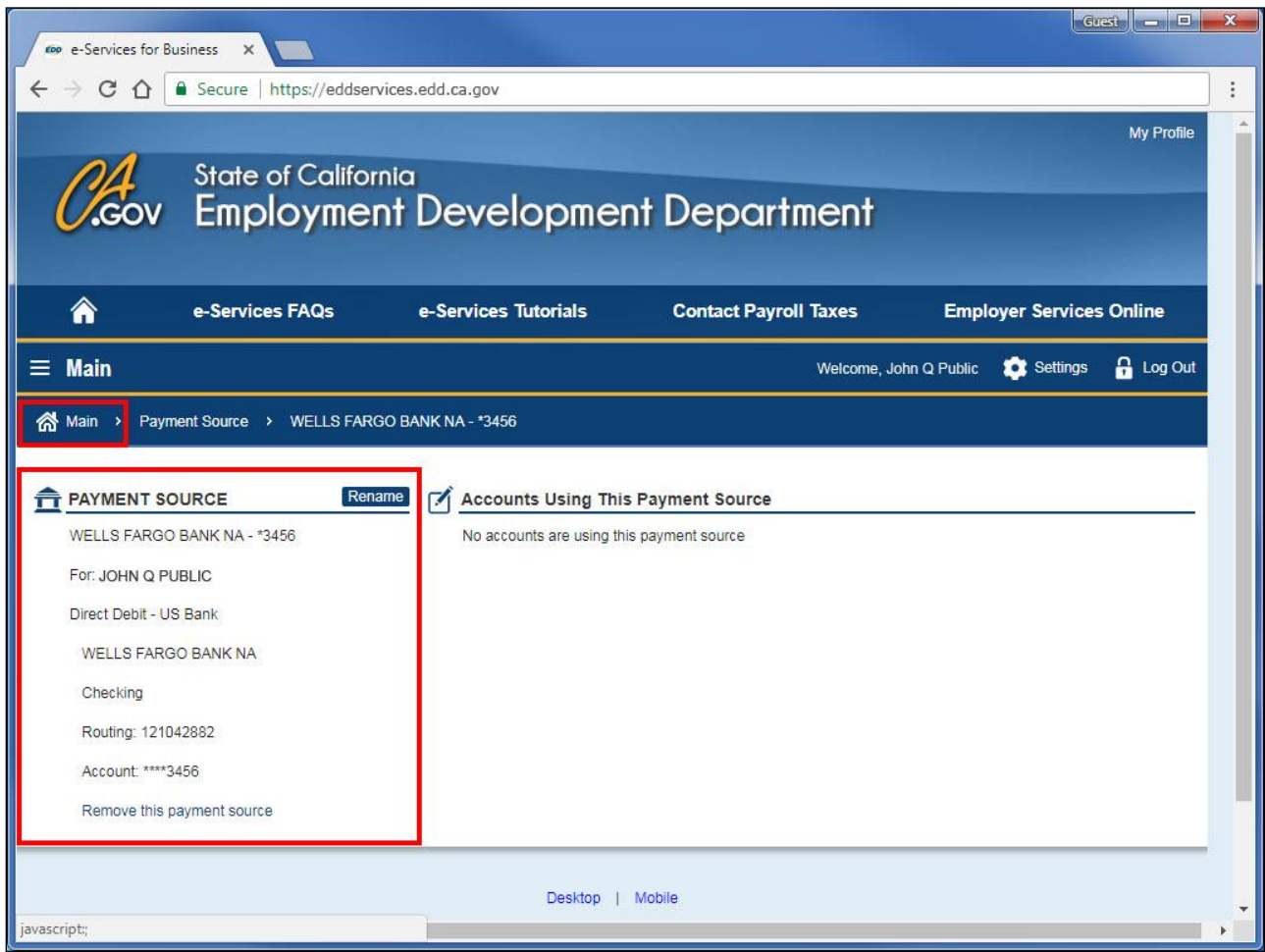
The screenshot shows a web browser window with the URL <https://eddservices.edd.ca.gov>. The page title is "e-Services for Business". The user is logged in as "John Q Public". The navigation bar includes "Main", "Payment Source", and "Add Payment Source". The "Bank Account" section contains the following fields:

- Bank Account Type (Required) - A dropdown menu.
- Routing Number (Required) - A text input field.
- Account Number (Required) - A text input field.
- Confirm Account Number (Required) - A text input field.
- Use default name - Two buttons: "Yes" and "No".

A red box highlights the "Bank Account Type" dropdown and the "Routing Number", "Account Number", and "Confirm Account Number" fields. A red callout bubble points to the "Save" button at the bottom right.

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Select either checking or savings from the "Bank Account Type" drop down menu. Enter the correct routing number, account number, and then re-enter the account number in the "Confirm Account Number" field. If you would like to use a different name from the default name, select the "No" tab and enter a name you will remember. When completed, select "Save" to continue.



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This stored payment information will now be the default payment source for all payments made for this account in e-Services for Business. You still have the option to manually enter payment information if you choose to use one different than the stored payment information. Select “Main” to navigate back to the e-Services for Business home page.

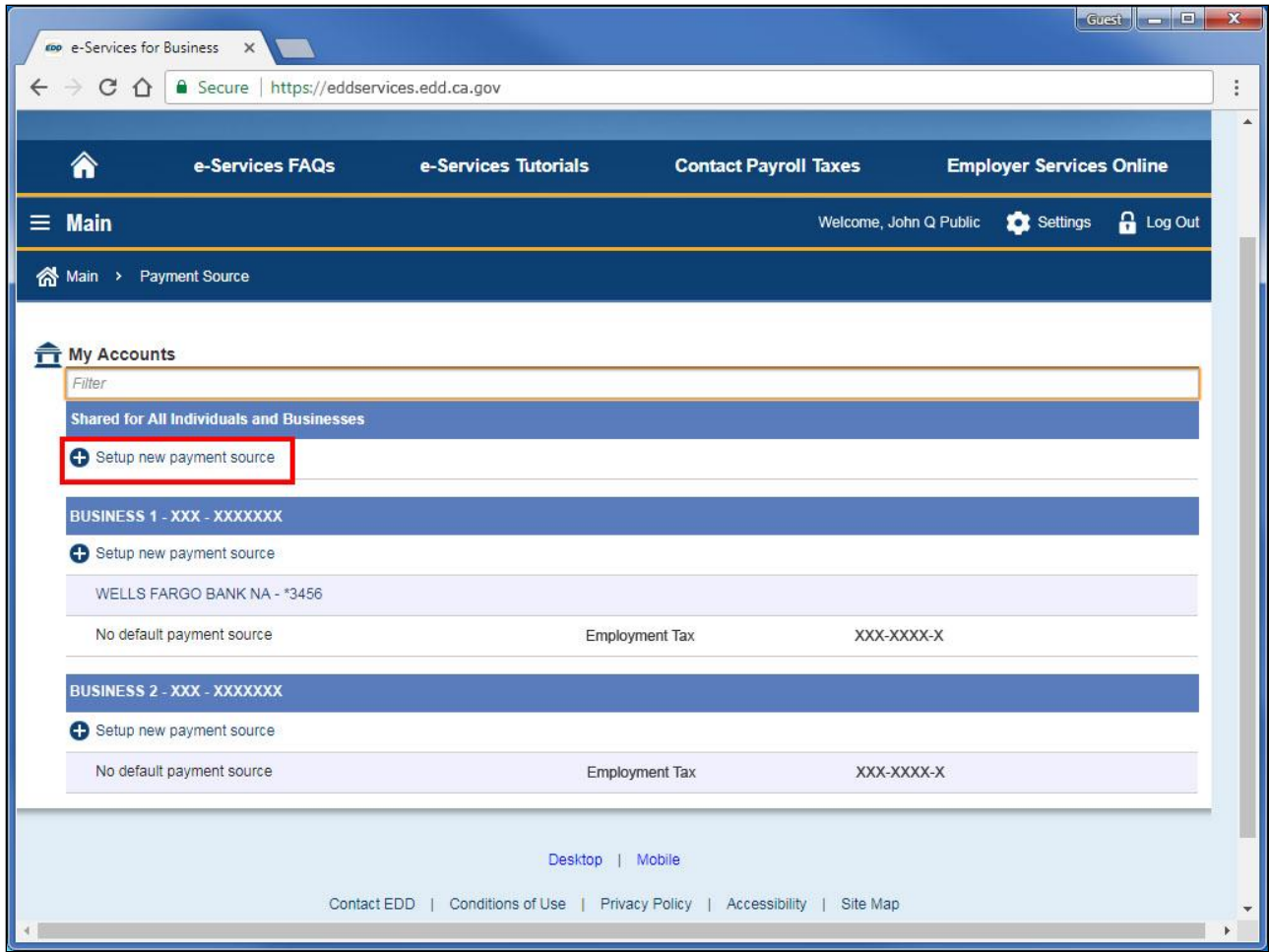
The screenshot shows the 'e-Services for Business' website interface. At the top, there is a navigation bar with links for 'e-Services FAQs', 'e-Services Tutorials', 'Contact Payroll Taxes', and 'Employer Services Online'. Below this is a header section with a 'Main' link and a welcome message 'Welcome, John Q Public' with 'Settings' and 'Log Out' options. The main content area is divided into three sections: 'Ligon' (showing user info for John Q Public), 'Alerts' (showing a warning about an outstanding balance of \$100.00), and 'I Want To' (a list of actions). The 'I Want To' list includes 'Register a New Account (DE 1)', 'Add Access to Another Account', 'Upload a Bulk Payment File', 'Upload a Bulk Return File', 'Make Multiple Payments', and 'Manage Payment Sources'. A red box highlights the 'Manage Payment Sources' link, with a red arrow pointing to it. Below the 'I Want To' section is a tabbed interface with 'Accounts', 'Businesses', 'Submissions', and 'Correspondence' tabs. The 'Accounts' tab is active, showing a table with columns 'Account', 'Account ID', 'Name', and 'Balance'. The table contains two rows of data for 'Employment Tax' accounts, both with a balance of \$100.00. A 'Card View' and 'Filter' button are located at the top right of the table.

Select "Manage Payment Sources"

Account	Account ID	Name	Balance
Employment Tax	XXX-XXXX-X	BUSINESS 1	\$100.00
Employment Tax	XXX-XXXX-X	BUSINESS 2	\$100.00

## Slide notes

Now, we will set up a shared payment source for all your enrolled accounts in e-Services for Business. Select the "Manage Payment Sources" link from the "I Want To" menu.



## Slide notes

Here we can see the individual payment source we just added for a single account. Select the “Setup new payment source” link in the “Shared for All Individuals and Businesses” section to add a payment source that can be used for all accounts you have access to.

The screenshot shows a web browser window with the URL <https://eddservices.edd.ca.gov>. The page title is "e-Services for Business". The user is logged in as "John Q Public". The breadcrumb trail is "Main > Payment Source > Add Payment Source". The "Bank Account" section contains the following fields:

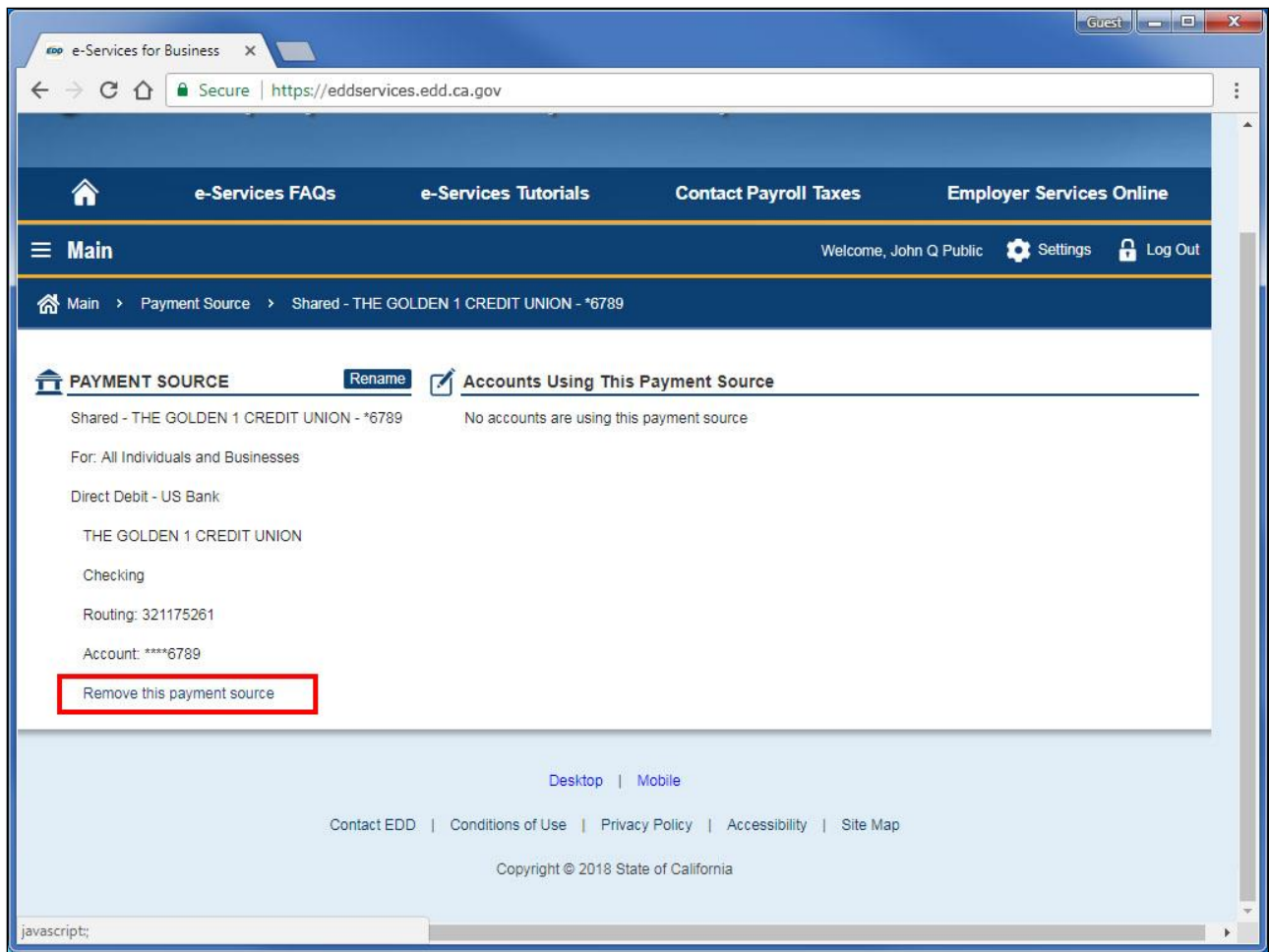
- Bank Account Type (Required) - A dropdown menu.
- Routing Number (Required) - A text input field.
- Account Number (Required) - A text input field.
- Confirm Account Number (Required) - A text input field.
- Use default name - Two buttons: "Yes" and "No".

Below these fields is a "Name" text input field. At the bottom right of the form, there are "Save" and "Cancel" buttons. A red callout bubble points to the "Save" button with the text "Select 'Save'".

### Slide notes

Select either checking or savings from the "Bank Account Type" drop down menu. Enter the correct routing number, account number, and then re-enter the account number in the "Confirm Account Number" field. If you would like to use a different name from the default name, select the "No" tab and enter a name you will remember. When completed, select "Save" to continue.





## Slide notes

This payment source will now be available for use on all other accounts. If at any time you would like to stop using this shared payment source, return to this page and select the "Remove this payment source" link in the "PAYMENT SOURCE" section.

Other Resources  
[www.edd.ca.gov](http://www.edd.ca.gov)

Taxpayer Assistance Center  
1-888-745-3886

**Slide notes**

Thank you for taking the time to watch this tutorial on how to store individual and shared payment information.

Be sure to view our other tutorials demonstrating how to file a return, make a payment, and the many other actions available in e-Services for Business.

Other resources are available at [www.edd.ca.gov](http://www.edd.ca.gov) or by calling the Taxpayer Assistance Center at 1-888-745-3886.